

DD/S&T Personnel Management Employee Handbook
3 March 1975

Time-in-Grade

These standards establish the minimum time-in-grade which is normally expected before an employee will be considered for promotion to the next grade. Exceptions to these standards may be made to recognize, by earlier promotion, those employees who have demonstrated truly unusual ability and potential.

<u>Promotion from Grade</u>	<u>Time-in-Grade</u>
GS 3-6	6 months
GS 7&8	9 months
GS 9-11	12 months
GS 12	18 months
GS 13	24 months
GS 14	30 months

Employees are reminded that these are minimum time-in-grade guidelines and that the average time-in-grade is considerably higher.

The weight of these three factors varies according to grade. At the lower grades, job performance is most significant. As the higher grades are reached, competitive evaluation and leadership potential increase in importance.